

Indiana SPF SIG
Training and Outreach Workgroup
May 29, 2007

Present: Marcia, Dave, Kim, Paula, Tonia, Eric M., Lisa, Janice

Minutes: approved as submitted

Review Process: Marcia gave an update on the review process and stated that she has followed up with the DOA and so far things are going well. The contracts are in the DOA – Paula suggested that there be more personal follow up to ensure that the contracts are moving through the process and not just sitting on a desk. Marcia will follow up.

Marcia sent the program director descriptions and reminder to the awardees to start considering their SEOW plans and local SEOW group.

Training:

There will be two training teams:

- Marcia, Eric W., 2 IPRC staff – training the northern grantees
- Eric M., Jeannie, Kim, Harold – training the southern grantees

Jeanie and Marcia are developing the assessment questions for the awardees then Marcia, Paula, and Eric W. will meet to evaluate responses. This will help them determine which awardees are high or low functioning. They will start with the northern communities first, then evaluate the process and proceed with the southern communities.

Eric's tool (developed from the original assessment that grantees submitted) will be used with the communities during the second site visits to begin to align their strategic plans with benchmarks and timelines.

July 2 training will likely be postponed if contracts have not been awarded. Communities will not be able to attend a training without funding to cover staff time and travel costs. Mary suggested that the HIPAA statements may slow down the contract approvals because there are likely to be different HIPAA statements depending on what type of organization they apply to. Paula suggested that Marcia work with Paul to get HIPAA statements ahead of time so the grantees can begin to review them and get any legal input and approval on their end so contracts proceed as quickly as possible.

MVOV:

Paula will be facilitating BAFA BAFA and strategic planning workshops and her other staff will be conducting the logic model training (or Eric M. will be – Paula will let Marcia know). Rebecca Smith has volunteered to facilitate the mission statement workshop if Paula's staff is not available.

Newsletter:

The newsletter was sent out last week and future editions will continue to highlight the SPF SIG process.

Next meeting will be June 12th – 8:30

Submitted by Lisa Hutcheson